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ABSTRACT

The twelve-part course is structured on a modular basis to allow the various topical areas and units of instruction to satisfy differing training requirements of state and local agencies which vary from state to state. It is specifically designed to provide guidence to state highway safety program management personnel, traffic records coordinators, and traffic records program analysts in the structure, design, implementation, and operation of a statewide traffic records system. (MS)

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SEPTEMBER 1973

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# BASIC COURSE IN HIGHWAY TRAFFIC RECORDS

## Course Guide

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# BASIC COURSE IN HIGHWAY TRAFFIC RECORDS

## Course Guide

SEPTEMBER 1973

U.S. DEPARTMENT OF TRANSPORTATION
NATIONAL HIGHWAY TRAFFIC SAFETY ADMINISTRATION
WASHINGTON, D.C.

## FOREWORD

This course guide is intended to provide a generalized picture of the Traffic Records Course, to describe the student population for whom it is intended, and to guide the course administrators and potential instructors in preparing for its presentation.

The plans of instruction for the modules contained in this course call for the use of guest speakers. It is suggested that guest speakers chosen for the course also be encouraged to read this course guide.

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# I. INTRODUCTION

## A. GENERAL

The Highway Safety Act of 1966 established the responsibilities of the states in implementing and administering highway traffic safety programs. Among the current standards, Standard Number 10, Traffic Records, specifically establishes the broad guidelines for the maintenance of a traffic records system designed to:

a. Contain detailed information relating to traffic accidents which can be employed to derive specific information on the circumstances, causes, and results of the accidents for the purpose of identifying necessary areas of improvements in highway safety

b. Support the administration of other Highway Safety Program Standards (e.g., No. 2 - Motor Vehicle Registration, or No. 5 - Driver Licensing)

c. Facilitate the rapid entry and processing of data provided from the various sources and the retrieval and dissemination of information to responsible authorities

d. Support other state legal requirements such as identification of drivers and vehicle owners sought for enforcement purposes and administration of personal property and financial responsibility laws

The design, implementation, and operation of records systems will be accomplished under the direction of personnel designated as traffic records program analysts. These personnel are to be employed by various agencies within the state's administrative structure. The nature of typical agencies in which traffic records program analysts may be employed is outlined in the following paragraphs.

Volume 10, Traffic Records, of the Highway Safety Program Manual provides more detailed guidance to the states in the implementation of Standard Number 10. Within this volume, typical areas of interest for state organizations and public and civic groups are identified.

In most states having a traffic records system, the information in these various areas is maintained in a number of separate record systems operated by individual state agencies. Typical organizations within the state's administrative structure which operate such systems include:*

a. Division of Motor Vehicles or similar organization responsible for driver licensing, vehicle registration, and motor vehicle inspection

b. State Police, Highway Patrol, Turnpike Authority Police or similar organizations responsible for the enforcement of traffic regulations, accident investigation and reporting, and the management of traffic safety, emergency services, and debris removal operations at the accident scene

c. Public Health Department responsible for the planning and implementation of a system of emergency medical services units and facilities to serve accident victims

d. Department of Education responsible for the planning and implementation of high school driver education and elementary school pedestrian safety programs

e. Judiciary Department or Department of Justice responsible for the administration of traffic courts and other courts hearing traffic law violation cases.

In a few states, the traffic records system is maintained by a single agency charged with the responsibility for supporting the requirements of all agencies interested in the traffic safety problem; i.e., a central data processing services organization, an agency specifically established for maintaining the traffic records system, or one of the agencies identified above.

Much of the information provided to the statewide traffic records system is derived from local municipal or county level organizations. Typical local level organizations representing sources and users of the traffic records system include:

a. Departments of Public Works or Roads

b. Police Department

* Highway Department, or Highway Division, information does not appear in this course

c. Local Court

d. Board of Health or similar organization

Larger municipalities, particularly cities, or county governments, may maintain limited traffic records to support their own specific traffic safety responsibilities. Even in the case of smaller municipalities, it is not possible for the state level authorities to maintain an inventory of all local streets without excessive burden on the state level traffic records system. Thus, this information must be maintained by local authorities (municipal or county). Other information related to accidents on these local streets or off-roadway parking areas may also be maintained by these authorities.

In general, the records systems maintained by individual state agencies are oriented toward the operational responsibilities of the agencies. As a result, the systems may duplicate the data storage of other agencies but may not be designed to readily provide information of interest to other agencies. These different methods of data collection, data handling, and the limited degree of system automation between the various agencies lead to a lack of compatibility in the data format and level of detail required by the various agencies. This greatly inhibits the coordination of the overall state traffic safety program. This problem was recognized in the preparation of Volume 10 of the Highway Safety Program Manual. Paragraph 4 of Chapter IV of this volume states: "There should be an agency within each state which will have the primary responsibility for the functioning of the state traffic records program and the effective management and coordination of the records system. This agency will provide the necessary link to all state and local agencies requiring traffic records input or output, and will provide the necessary continuity with other State and Federal systems."

This coordinating agency may be an independent organization such as a Highway Safety Commission, or an element of an existing state agency such as an Office of Highway Safety within a Department of Transportation. Such central traffic records program management agencies have been established in a number of states.

## 1. Functional Responsibilities of Traffic Records Program Analysts

Because of the involvement of many states and local agencies in the maintenance of traffic records, the personnel designated or functioning as traffic records programs analysts may exist in a number of agencies. The specific functional responsibilities and duties of the various traffic records program analysts differ among the various agencies in a state. They also vary among states. These differences are influenced by such factors as:

a. The degree of centralization or distribution of the data base and data processing functions of the state traffic records system

b. The status of implementation of the traffic records system at State and local levels

c. The nature of the processes for collection and entry of data into the records system

d. The degree of automation of the state traffic records system and local records systems and the interface between the State and local systems.

Some of the major differences in these functional responsibilities are discussed briefly below for the various types of agencies in which traffic records program analysts are to be employed as shown in Figure 1.

## 2. Central Traffic Records Program Management Agency

Within the Central Management agency, the primary functional responsibility of traffic records program analysts involves overall direction of the traffic records system implementation and operation. When the state system is a centralized configuration, these personnel may also be responsible for the operation of the system. When the state system is a distributed configuration, with various functional capabilities provided by subsystems operated by individual state operational agencies, the coordination of the implementation and operation of these subsystems to assure compatibility and interoperability is a major functional responsbility. In the sense of this discussion, interoperability is the capability of a particular subsystem to readily identify and assimilate information within other subsystems, which are useful for the purposes of the agency operating the subsystem.

In either case, the coordination of the implementation and operation of local records systems throughout the State to assure compatibility and interoperability with the state system is the primary functional responsibility of traffic records program analysts in the central management agency.

Figure 1 identifies two functional staff positions within the central management agency referred to as the Traffic Records Coordinator and Traffic Records Program Analyst, both of which fall within the bounds of the general traffic records program analyst designation. These staff positions have been identified in Supplement 1 to Volume 10.

Briefly, the Traffic Records Coordinator performs the following functions:

a. He serves as the link between the Governor's Representative for Highway Safety, Highway Safety Coordinator, Traffic Records Coordinating Committee or other similar safety program management authority and the operating traffic records system(s) and the agencies maintaining them

b. He works with the local political subdivision agencies to ensure proper reporting of information to the state agencies

c. He provides the day-to-day technical direction of the traffic records system operation

d. He serves as the focal point for contact regarding statistical data on highway safety for local, State, and Federal government agencies and private or civic groups.

The Traffic Records Coordinator may be assisted by an analysis staff composed of statisticians, traffic analysts, and researchers who support him in the implementation, planning, and functional application of the traffic record system. He is also assisted by a number of Traffic Records Program Analysts.

The number and functional responsibilities of the Traffic Records Program Analyst in the central agency will differ from state to state. In a state with a centralized traffic

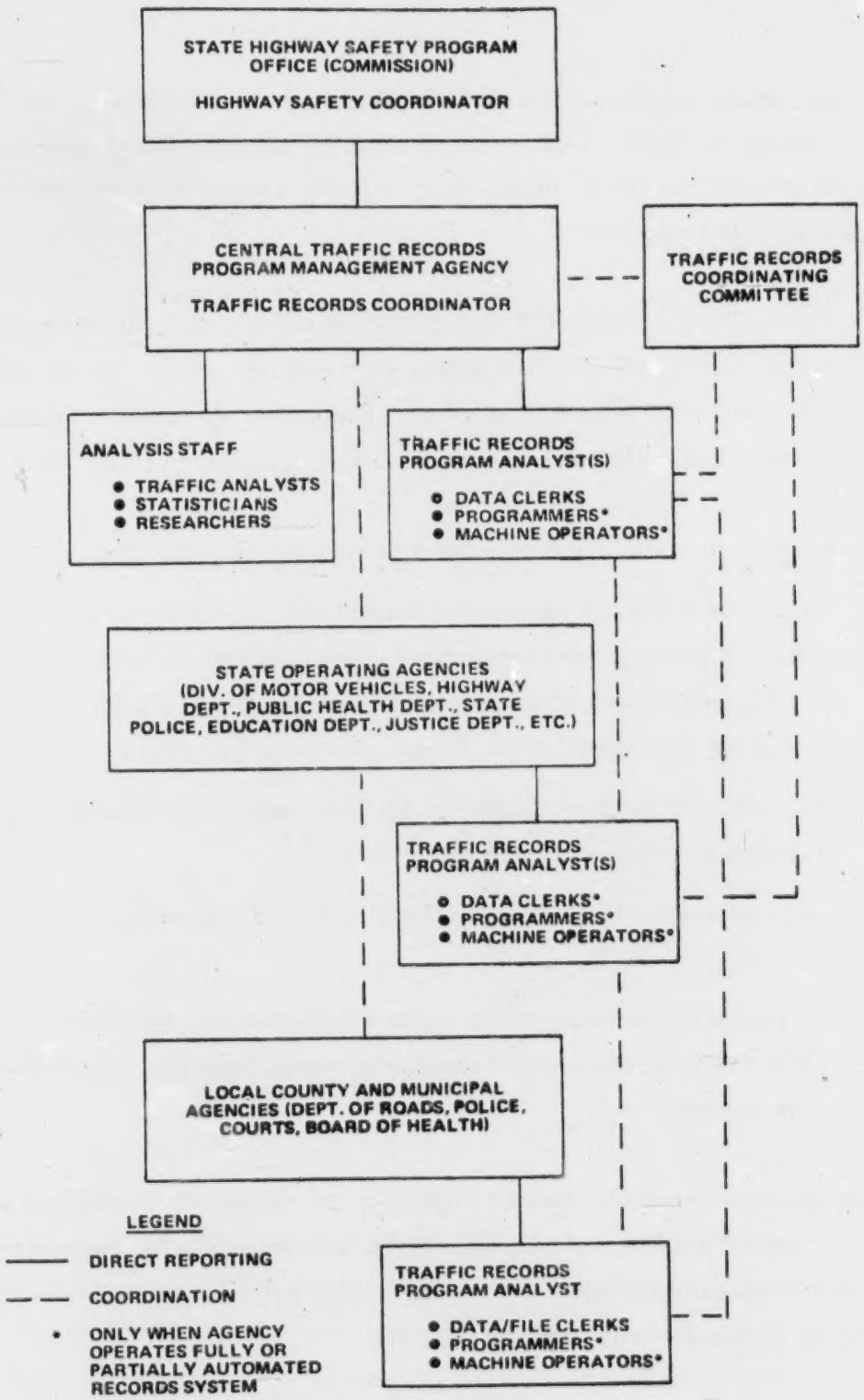

STATE HIGHWAY SAFETY PROGRAM OFFICE (COMMISSION)
HIGHWAY SAFETY COORDINATOR
CENTRAL TRAFFIC RECORDS PROGRAM MANAGEMENT AGENCY
TRAFFIC RECORDS COORDINATOR
TRAFFIC RECORDS COORDINATING COMMITTEE
ANALYSIS STAFF
• TRAFFIC ANALYSTS
• STATISTICIANS
• RESEARCHERS
TRAFFIC RECORDS PROGRAM ANALYST(S)
• DATA CLERKS
• PROGRAMMERS*
• MACHINE OPERATORS*
STATE OPERATING AGENCIES (DIV. OF MOTOR VEHICLES, HIGHWAY DEPT., PUBLIC HEALTH DEPT., STATE POLICE, EDUCATION DEPT., JUSTICE DEPT., ETC.)
TRAFFIC RECORDS PROGRAM ANALYST(S)
• DATA CLERKS*
• PROGRAMMERS*
• MACHINE OPERATORS*
LOCAL COUNTY AND MUNICIPAL AGENCIES (DEPT. OF ROADS, POLICE, COURTS, BOARD OF HEALTH)
LEGEND
DIRECT REPORTING
COORDINATION
* ONLY WHEN AGENCY OPERATES FULLY OR PARTIALLY AUTOMATED RECORDS SYSTEM
TRAFFIC RECORDS PROGRAM ANALYST
• DATA/FILE CLERKS
• PROGRAMMERS*
• MACHINE OPERATORS*

Figure 1. Organizational Structure of Statewide Traffic Records Program

records system configuration operated by the central agency, the Analyst is directly involved in the design, implementation, and operation of the traffic records system. He is assigned a functional area of interest (e.g., driver licensing, accident data processing) and responsibility for the operating techniques employed in the handling, conversion, and entry of data in that area into the system. He is also responsible for the development and maintenance of data processing software related to this functional area. Thus, he provides guidance to data clerk, programmer, and machine operator personnel. In addition, the Traffic Records Program Analyst must coordinate with the other Analysts in the central agency to assure the compatibility of his requirements and methods with those necessary to the other functional areas of interest.

In a state with a non-centralized traffic records system configuration, the role of the Traffic Records Program Analyst in the central agency is one of providing technical guidance to and coordination of the operating agencies. The Analyst is responsible for one or more of the operating agencies. He provides direction to the agencies through assistance in the establishment of data requirements, review and evaluation of operating procedures and ADP system optimization, and recommendation of improved procedures and measures for identifying safety problems within the functional area and the means for relieving the problem. He is also responsible for directing the coordination of the operating agency's efforts with those of other state and local agencies.

### 3. State Operating Agency

The role of a traffic records program analyst within an individual state operating agency is strongly influenced by the organization and operation of the State Traffic Records System. In a state where the records system is a centralized configuration operated by a central agency, an individual designated as a traffic records program analyst is responsible for coordinating the requirements of the particular agency with the central agency. He provides guidance relating to the data which is required by the agency from the central system, the nature of the data processing and statistical data manipulation required, and the desired format of the system output. He serves to represent the

agency in coordinating committees pertaining to the design, implementation, and operation of the records system and to the implementation of specific safety program requiring the coordination of a number of agencies.

Where a centralized records system is maintained by one of the state operating agencies (e.g., Division of Motor Vehicles) and serves all operating agencies, the role of the traffic records program analyst is similar to that discussed previously for an analyst in a central agency which operates the traffic records system.

In the environment of a distributed state records system the analyst is primarily responsible for the day-to-day operation of the records subsystem maintained by the operating agency. He is responsible for directing the entry, processing and dissemination of data within the functional area of the agency. Thus, he directs the activities of data clerks, programmers, and machine operators. He is also responsible for determining the information required from other agencies to satisfy the requirements of his agency; for coordinating the exchange of information between his and other agencies' records systems; and the assimilation and application of the information received from other agencies. One of his most important functions is to seek to determine new or improved methods for:

a. Collecting data in the functional area of interest

b. Processing and analyzing the data collected

c. Relating the information developed to meaningful measures of the safety of the highway traffic environment, the magnitude of specific problems, and the degree of success achieved by on-going safety programs in the particular agency's area of interest.

4. Local Agency

The role of the traffic records program analyst at the local agency may differ only slightly from that of the analyst at a state operating agency or it may differ greatly depending upon the nature of the State Traffic Records System and the jurisdictional responsibilities of the local agency.

It is possible that a state may implement a traffic records system designed to serve the needs of the local agencies as well as those of State agencies. The local agencies may be provided with remote access devices to the system facilities and services. This practice is common in the area of law enforcement (police systems) and is being extended to criminal justice (court) systems and driver licensing operations in a number of states. In this type of situation the role of the traffic records program analyst will be one primarily of coordination with the central agency and state operating agencies to represent the requirements of the local agency. He also serves as a coordinator for the acquisition and reporting of data to the state system.

In the case of cities and large municipalities or counties, the local traffic records system may be fully or partially automated. In this situation the traffic records program analyst is responsible for identification of the information to be contained in the system and its design and operation. He is also required to coordinate with state level analysts with respect to the compatibility with the state system and the processes for information exchange between the local and State system.

In the case of local similar municipalities, a traffic records system is likely to be manual, and deal primarily with accidents on local streets, the local street configuration, and the adjudication of traffic citations issued within its jurisdictional boundaries. In this situation the primary functions of the local traffic records program analyst or personnel performing the functions of an analyst is the assurance and timely reporting of information to the state agencies and the determination of local high accident locations where selective enforcement (i.e., special attention by police) or additional traffic control may be required.

5. Additional Functional Responsibilities

The preceding paragraph discussed the normal functional responsibilities of the traffic records program analyst with respect to the operations of the statewide traffic records system. There are additional functional responsibilities for the various analyst personnel within the state which are influenced by the degree of participation of the state in special traffic safety programs sponsored by NHTSA.

For example, most of the states participate in the NHTSA National Driver Register Service Program. Through this program the State can obtain information pertaining to the history of license suspension or revocation of individuals who have applied for a driver's license. When the state participates in this program, traffic records program analysts in the central agency or agency responsible for driver licensing operations are required to perform or direct the:

a. Submission of reports to the National Driver Register on the withdrawal or reinstatement of driving privileges for individuals

b. Submission of requests for a search of National Driver Register files for information relating to the possible license withdrawal history of new license applicants

c. Review of the search reports returned by the National Driver Register

d. Coordination with other states regarding the individuals identified by the search report as having had a withdrawal of privileges in these states for the purposes of corroborating the identification

e. Notification of a new license applicant that his application is being denied or his license is being rescinded or the initiation of other actions within State procedures as a result of this process.

The state may choose to participate in any of the special safety programs sponsored by NHTSA. Current programs include the Selective Traffic Enforcement Program (STEP), the Alcohol Safety Action Program (ASAP), and the National Accident Summary Program. The purpose of STEP is to demonstrate the effectiveness of increased traffic law enforcement as a means of improving traffic safety. Under this program local municipalities are to be funded by NHTSA for the cost of this added enforcement. As part of their participation the local authorities must establish and maintain a records system for the purposes of recording and reporting the results of the program. The requirements and formats for data storage have been defined by NHTSA.

ASAP is designed to take positive action to eliminate the hazardous impact of the drinking or alcoholic driver on the traffic safety situation. States participating in this program establish a program of special action toward the drivers convicted of driving under the influence of alcohol, driving while intoxicated, drunken driving, or other alcohol-related charges, and particular attention toward drivers convicted of more than one alcohol-related charge. As in STEP there is a requirement for recording and reporting the activities and results of the program. In this case, however, the program involves the coordinated activities of traffic records program analysts at the local level (police and courts) and at the state level (driver licensing, police. courts, public health).

Under the National Accident Summary Program NHTSA funds the states for the preparation of a yearly report which describes the total accident experience within the state in relation to a number of factors. The traffic records program analysts at both the central and individual state agencies are to be responsible for assuring that the traffic records system is capable of the data storage and processing necessary to produce the summary report.

The Research Institute of NHTSA is currently implementing a new special program referred to as the Fatalities Analysis File Program. The objective of this program is to develop an expanded (in detail) data base relating the four components of accidents - driver, vehicle, highway environment, and incident dynamics. Under this program NHTSA will fund the submission of detailed reports related to all accidents involving fatalities of vehicle passengers or pedestrians. The reports to be submitted will require considerably more detail than current normal accident reporting by police officers and as well as off-scene data derived from the files of the state traffic records system. Under present NHTSA planning the implementation and procedural techniques employed by the individual state will be determined by the state and approved by NHTSA. Thus, in states electing to participate in this program the traffic records program analysts are required to plan, implement, operate a new records system or to modify their current system to one which is specifically designed to correlate the four components of traffic accidents cited above.

## B. OBJECTIVES OF THE PROGRAM

The preceding discussions indicate that the functional responsibilities and duties of traffic records program analysts in state and local agencies may be expected to vary significantly as influenced by the factors identified earlier. Other factors will also influence the functional requirements of these positions. The discussion above, however, should serve to define the population for whom this course is intended: those individuals who define the nature of data to be input and records to be output within a traffic records system, regardless of the source or the intended use.

Since the functional responsibilities of traffic records program analysts in the various state and local agencies differ from state to state, the specific training requirements for these personnel vary from state to state, as well. The training course was structured and developed in such a manner as to be adaptable to the specific requirements of the individual states. Thus, a major objective was to structure the course on a modular basis which allowed the various topical areas and units of instruction to be presented in a manner that satisfied these varying training requirements.

The responsibilities of traffic records program analysts range from the definition of records system requirements as the first step in a system implementation program to in-depth involvement in the system implementation and acceptance testing to the daily operation of the system. In addition, the data management and information reporting responsibilities of the analysts vary from general support of the state's normal operations and traffic safety programs to support of State participation in special NHTSA sponsored safety programs. The training course covers the range of the analysts' responsibilities in a consistent and orderly manner within its modular structure.

Most of the requirements discussed above were also considered in the development of the State Traffic Records System Manual for NHTSA. This Manual was specifically designed and structured to provide guidance to state highway safety program management personnel, Traffic Records Coordinators, and traffic records program analysts in the structure, design, implementation, and operation of a statewide traffic records system. Therefore, the coordination of the training course structure and material and the Manual organization

and content became an important objective of the program. The importance of this objective was supported by the following reasons:

a. This allowed the Manual to serve as a student reference for the course

b. This produced a greater student familiarity with the Manual and allowed a more effective employment as a working reference for traffic records program analysts.

## II. SCOPE AND CONTENT OF THE COURSE

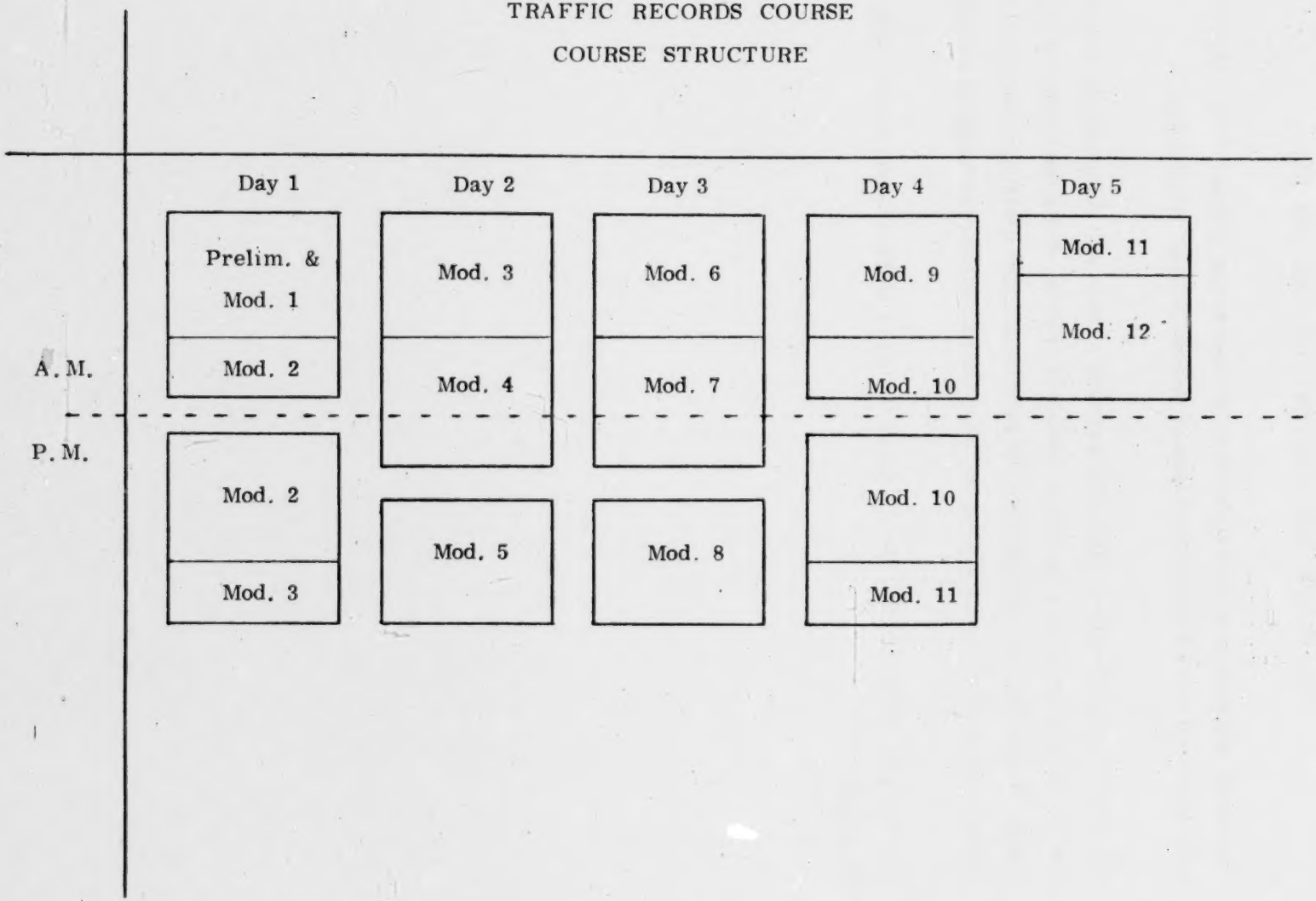
The scope and content of the Traffic Records Course are outlined in the chart "Course Structure" and the tabulation "Overview of Course Content" which follow.

General Course Objectives follow the overview. These will define for the administrator and the student the broad objectives, module by module, which the course is designed to reach. From this information it will be possible to make decisions concerning appropriate times to administer the course and to select the appropriate personnel to attend it.

The last part of this section gives a detailed picture of the course content, again module by module.

TRAFFIC RECORDS COURSE

COURSE STRUCTURE



TRAFFIC RECORDS COURSE

| Module | Content | Estimated Time |
|---|---|---|
| | **BLOCK I**<br>**INTRODUCTION AND BASIC CONCEPTS** | |
| Preliminary | Welcome and Introduction<br>• Preliminaries - Introduction of instructor(s), participants, explanation of course schedule, description of facilities available to participants<br>• Explanation of purpose and overall objectives of course<br>• Explanation of course approach and procedures | 30 Min. |
| 1 | Traffic Records in Perspective: A Key to the Highway Safety Program<br>• The Highway Safety Program<br>• Traffic Records in Perspective | 1 Hr., 30 Min. |
| 2 | Concepts of an Integrated Traffic Records System<br>• Content of traffic records<br>• Examples of user requirements for Highway Traffic Safety Data<br>• Functions and organization of an Integrated Traffic Records System | 3 Hrs. |
| | **BLOCK II**<br>**DATA REQUIREMENTS, SOURCES, USES** | |
| 3 | Crash Data Subsystem<br>• Central Importance of Crash Data to Traffic Records System<br>• Crash Data required by Highway Safety Program<br>• Uses of Crash Data<br>• Sources and means of Collecting Crash Data | 3 Hrs. |

| Module | Content | Estimated Time |
|---|---|---|
| 3 (continued) | • Coding conventions<br>• Illustrations of Crash Data Requirements and Uses (Guest Speaker from Law Enforcement Agency)<br>• Problem-Solving/Discussion Period | |
| 4 | Driver Data Subsystem<br>• Driver Data required by Highway Safety Program<br>• Uses of Driver Data, by Safety Program Area<br>• Sources and means of Collecting Driver Data<br>• Coding conventions<br>• Illustrations of Driver Data Requirements and Uses (Guest speaker from Driver's Licensing Agency)<br>• Problem-Solving/Discussion Period | 2 Hrs. |
| 5 | Vehicle Data Subsystem<br>• Vehicle Data required by Highway Safety Program<br>• Uses of Vehicle Data, by Safety Program Area<br>• Sources and means of Collecting Vehicle Data<br>• Coding conventions<br>• Illustrations of Vehicle Data Requirements and Uses (Guest speaker from Vehicle Registration Agency)<br>• Problem-Solving/Discussion Period | 2 Hrs. |
| 6 | Roadway Data Subsystem<br>• Roadway Data required by Highway Safety Program<br>• Uses of Roadway Data, by Safety Program Area<br>• Sources and means of Collecting Roadway Data<br>• Coding conventions<br>• Illustrations of Roadway Data Requirements and Uses (Guest speaker from Highway Department)<br>• Problem-Solving/Discussion Period | 2 Hrs. |

| Module | Contents | Estimated Time |
|---|---|---|
| 7 | Emergency Services Data Subsystem<br>• Emergency Services Data required by Highway Safety Program<br>• Uses of Emergency Services Data, by Safety Program Area<br>• Sources and Means of Collecting Emergency Services Data<br>• Coding conventions<br>• Problem-Solving/Discussion Period | 2 Hrs. |
| 8 | Traffic Law Enforcement and Adjudication Data Subsystem<br>• Law Enforcement/Adjudication Data required by Highway Safety Program<br>• Uses of Traffic Law Enforcement/Adjudication Data<br>• Sources and Means of Collecting Data<br>• Coding conventions<br>• Illustrations of Data Requirements and Uses (Guest speaker from Law Enforcement Agency)<br>• Problem-Solving/Discussion Period | 2 Hrs. |
| 9 | Educational Services Data Subsystem<br>• Educational Services Data required by Highway Safety Program<br>• Uses of Educational Services Data, by Safety Program Area<br>• Sources and Means of Collecting Educational Services Data<br>• Coding conventions<br>• Problem-Solving/Discussion Period | 2 Hrs. |
| 10 | Safety Program Management Data Subsystem<br>• Safety Program Management Data required by Highway Safety Program<br>• Uses of Safety Program Management Data<br>• Sources and Means of Generating Data<br>• Coding conventions<br>• Problem-Solving/Discussion Period | 3 Hrs. |

| Module | Contents | Estimated Time |
|---|---|---|
| | **BLOCK III**<br>**TRAFFIC DATA ANALYSIS AND CONCLUSION** | |
| 11 | Evaluative Research in the Highway Safety Program<br>• Fundamental Concepts of Evaluation<br>• Defining Program Objectives<br>• Types of Evaluation<br>• Design of Analyses<br>• Interpretation of Findings | 2 Hrs. |
| 12 | Recapitulation and Conclusion<br>• Recapitulation of Main Topics<br>• Discussion Period | 2 Hrs. |

## GENERAL COURSE OBJECTIVES

### BLOCK I

Module 1. Upon completion of Module 1, the participant will be able to demonstrate:

1.1 A knowledge of the Highway Safety Program Subject Areas and an understanding of their relation to the purpose of the Program.

1.2 An appreciation of the importance of traffic records, and an Integrated Traffic Records System, to the success of the Highway Safety Program.

Module 2. Upon completion of Module 2, the participant will be able to demonstrate:

2.1 A knowledge of the contents of traffic records and the user data requirements of a Traffic Records System.

2.2 An understanding of the way in which an Integrated Traffic Records System can be organized to fulfill user and program requirements.

### BLOCK II

Module 3. Upon completion of Module 3, the participant will be able to demonstrate:

3.1 An understanding of the central importance of Crash Data to a Traffic Records System, including a knowledge of the data elements in the Crash Data Subsystem, and a knowledge of its uses.

3.2 A knowledge of the sources and means of collecting data relating to the pre-crash, crash, and post-crash phases of traffic crashes.

3.3 An acquaintance with standard coding conventions recommended for Crash Data.

3.4 An appreciation of the ways in which the collection, coding, and reporting of Crash Data impact upon his own functions in the Traffic Records System.

Module 4. Upon completion of Module 4, the participant will be able to demonstrate:

4.1 A knowledge of the data elements in the Driver Data Subsystem and a knowledge of its uses.

4.2 A knowledge of the sources of Driver Data and means of collecting it.

4.3 An acquaintance with standard coding conventions recommended for Driver Data.

4.4 An appreciation of the ways in which the collection, coding, and reporting of Driver Data impact on his own functions in the Traffic Records System.

Module 5. Upon completion of Module 5, the participant will be able to demonstrate:

5.1 A knowledge of the data elements in the Vehicle Data Subsystem and a knowledge of its uses.

5.2 A knowledge of the sources of Vehicle Data and means of collecting it.

5.3 An acquaintance with standard coding conventions recommended for Vehicle Data.

5.4 An appreciation of the ways in which the collection, coding, and reporting of Vehicle Data impact on his own functions in the Traffic Records System.

Module 6. Upon completion of Module 6, the participant will be able to demonstrate:

6.1 A knowledge of the data elements in the Roadway Data Subsystem and a knowledge of its uses.

6.2 A knowledge of the sources of Roadway Data and means of collecting it.

6.3 An acquaintance with standard coding conventions recommended for Roadway Data.

6.4 An appreciation of the ways in which collection, coding, and reporting of Roadway Data impact on his own functions in the Traffic Records System.

Module 7. Upon completion of Module 7, the participant will be able to demonstrate:

7.1 A knowledge of the data elements in the Emergency Services Data Subsystem and a knowledge of its uses.

7.2 A knowledge of the sources of Emergency Services Data, and means of collecting it.

7.3 An acquaintance with standard coding conventions recommended for Emergency Services Data.

7.4 An appreciation of the ways in which the collection, coding, and reporting of Emergency Services Data impact on his own functions in the Traffic Records System.

Module 8. Upon completion of Module 8, the participant will be able to demonstrate:

8.1 A knowledge of the data elements in the Traffic Law Enforcement and Adjudication Data Subsystem and a knowledge of its uses.

8.2 A knowledge of the sources of Traffic Law Enforcement and Adjudication Data and the means of collecting it.

8.3 An acquaintance with standard coding conventions recommended for Traffic Law Enforcement and Adjudication Data.

8.4 An appreciation of the ways in which the collection, coding and reporting of Traffic Law Enforcement and Adjudication Data impact on his own functions in the Traffic Records System.

Module 9. Upon completion of Module 9, the participant will be able to demonstrate:

9.1 A knowledge of the data elements in the Educational Services Data Subsystem and a knowledge of its uses.

9.2 A knowledge of the sources of Educational Services Data and means of collecting it.

9.3 An acquaintance with standard coding conventions recommended for Educational Services Data.

9.4 An appreciation of the ways in which the collection, coding, and reporting of Educational Services Data impact on his own functions in the Traffic Records System.

Module 10. Upon completion of Module 10, the participant will be able to demonstrate:

10.1 A knowledge of the data elements in the Safety Program Management Data Subsystem and a knowledge of its uses.

10.2 A knowledge of the sources of Safety Program Management Data and means of generating it.

10.3 An acquaintance with standard coding conventions recommended for Safety Program Management Data.

10.4 An appreciation of the ways in which the generation, coding, and reporting of Safety Program Management Data impact on his own functions in the Traffic Records System.

BLOCK III

Module 11. Upon completion of Module 11, the participant will be able to demonstrate:

11.1 An understanding of certain terms and concepts fundamental to evaluative research:

- Evaluation
- Evaluative research
- Values; goals
- Independent, dependent variables
- Value assumption; validity assumption

11.2 A recognition of immediate and ultimate objectives in a Highway Safety Program.

11.3 A knowledge of several categories of criteria for program evaluation in the field of Traffic Safety.

11.4 A knowledge of the basic model for an evaluative research design, and several variations as they relate to the Highway Safety Program.

11.5 An understanding of reliability and validity in the interpretation of data in Highway Safety Program evaluation.

Module 12. Upon completion of Module 12, the participant will be able to demonstrate:

12.1 An appreciation of his own role in an Integrated Traffic Records System, and in the Highway Safety Program, in general.

TRAFFIC RECORDS COURSE

COURSE CONTENT

## BLOCK I. INTRODUCTION AND BASIC CONCEPTS

Block I of the course provides a general orientation to the topic of traffic records in the context of the Federal Highway Safety Program, and a presentation of the fundamental concepts of an integrated Traffic Records System. The block is divided into two instructional modules.

### Module 1. Traffic Records in Perspective: A Key to the Highway Safety Program

The participants in the Traffic Records Course will presumably arrive at the first session representing a range of job responsibilities and a range of subject areas in which their jobs require knowledge and skills, as well as a range in levels of competency in those skills. Module 1 of the course is designed to accommodate such a range by quickly placing the whole topic of traffic records in perspective, as one of several Highway Safety Program areas (albeit a crucial one upon which all of the others are in some way dependent), and providing early evidence to the participants that there is much to be learned from the course, regardless of the particular agency the participant represents or the level of sophistication of his particular state's current Traffic Records System. The module is organized as follows:

1.1 Introduction. The objectives of Module 1.

1.2 The Highway Safety Program. Purposes of the Program; review of the Program content.

1.3 Traffic Records in Perspective. An explanation of the importance of the Traffic Records System to the Highway Safety Program in general, and a discussion of the role of those who operate Traffic Record Systems.

1.3.1 Dependence of the Highway Safety Program on Traffic Records. Brief description of how Traffic Safety Data supports the overall Highway Safety Program, as outlined in Chapter I of Vol. 10 of the Highway Safety Program Manual.

1.3.2 Traffic Records Staff. Brief description of the roles which members of state and local agency staffs may play in a Traffic Records System.

- Identification of persons who operate State Traffic Records Systems (as including class participants)
- Traffic Records Coordinators:
  Brief description of functions
- Traffic Records Program Analysts:
  Brief description of functions

Module 2. Concepts of an Integrated Traffic Records System

Module 2 of the course is designed to familiarize participants with the essential elements of an integrated traffic records system, and to develop in them an appreciation for the importance of such a system to the fulfillment of the overall purposes of the Highway Safety Program as well as for the usefulness the system can have to the day-to-day functions of their agencies.

2.1 Introduction. The objectives of Module 2.

2.2 The Content of Traffic Records. A description of the elements of Traffic Records which collectively comprise the data for the system, and the primary categories of sources/users of the data.

2.2.1 Entities in data

- Driver
- Vehicle
- Roadway

2.2.2 Events producing data

- Crashes
  - Fatalities
  - Injuries
  - Property damage
- Non-crash traffic violations

2.2.3 Data regarding counter-measures

- Emergency medical services
- Law enforcement and adjudication
- Educational services

2.3 User Requirements for Highway Traffic Safety Data

Discussion of the uses of traffic data in relation to specific agencies. Uses, by agency, will include both those uses relating specifically to the agency's role in implementing an aspect of the Highway Safety Program, and the uses that are not necessarily program-related.

2.3.1 State and National Agencies. For each of the categories of agency listed below, a discussion is included of specific uses or requirements of data from the Traffic Records System -- typical current uses and potential future uses.

- State offices of Highway Safety
- Traffic law enforcement agencies
- Courts
- Driver's licensing agency
- Motor vehicle registration agency
- Highway departments
- Medical service agencies
- Traffic Safety Education Agencies
- NHTSA
- FHWA

2.3.2 Private agencies. A brief discussion of the requirements of private agencies and organizations which the Traffic Records System can or does help to meet. Uses are identified and discussed in connection with a representative number of agencies, such as the following:

- National Safety Council
- Insurance companies

2.4 Functions and Organization of an Integrated Traffic Records System
A description of the way in which Traffic Records Systems can be organized to fulfill user and program requirements.

2.4.1 General Objectives of System. A review of the general objectives to be sought in designing the system.

- Availability of adequate and accurate data for program planning and implementation
- Collection and storage of data pertaining to each element of traffic safety (e.g., vehicles, roadways)
- Compatibility without duplication among data systems in such a way that data is usable at National, State, and local levels.
- Appropriate basis for analysis of traffic safety problems, and for design of countermeasures to help solve them.

2.4.2 System and Data Base Integration. A discussion of the conceptual approach of the integrated system.

- Definition of an Integrated Traffic Records System
- Reasons for an Integrated System
- Characteristics of an Integrated System

2.4.3 Extent of Automation and Centralization Required for an Integrated Traffic Records System.

- Organization of Processing System
- Entry of Source Data
- Interconnection of System through Communications
- Discussion of advantages of different types of systems

2.4.4 Data Base Subsystems in an Integrated Traffic Records System. A general explanation of how the data base subsystems are organized to achieve the objectives of the System.

- Categories of Data Base Information
- Data Base Elements
- Data Base File Structure and Relationships

2.4.5 Functions of a Traffic Records Processing System. A discussion of the data processing operations needed for an integrated Traffic Records System.

2.4.6 System Support Functions

- Data Collection and Conversion
- Data Output and Dissemination

2.5 Problem-Solving/discussion period. A problem-solving exercise and/or discussion focusing on one or more important points discussed in Module 2.

## BLOCK II. TRAFFIC DATA REQUIREMENTS, SOURCES, USES BY SUBSYSTEM

Block II of the course is organized on the basis of the data subsystems discussed in Module 2 of Block I. In Block II, one module is devoted to each of the eight data subsystems and, for each subsystem, it considers the following aspects of the data: (1) the requirements for data collection and reporting implicit in the Highway Safety Program; (2) the specific elements of data included in the subsystem, the purposes for which they are collected, the sources, the mode of collecting and coding; and (3) current uses to which the data is put.

### Module 3. Crash Data Subsystem

The Crash (accident) Data Subsystem is the first discussed because crash data is in a real sense the "heart of the matter". In the context of the Highway Safety Program, the data elements of the other subsystems are significant primarily in terms of their relationship to crash data. Furthermore, in terms of the Highway Safety Program, individuals from all agencies may be expected to be equally interested in crash data to an extent that would not be expected with driver, vehicle or roadway data, for example, which might be expected to interest primarily persons coming from the driver's licensing, vehicle registration, and highway agencies, respectively. Thus, crash data is considered first for reasons both of logical sequence and motivation.

3.1 Introduction. Objectives of Module 3.

3.2 Central importance of Crash Data Subsystem to Traffic Records System. Explanation of relation of crash data to other data categories, with illustrations.

3.3 Crash data required by Highway Safety Program. An enumeration of the elements of crash data considered necessary in relation to the various program areas within the Highway Safety Program.

3.4 Uses of crash data. A discussion of the primary purposes for which crash data are collected -- considered by program area.

3.5 Sources and Means of Collecting. A discussion of the sources of data relating to the pre-crash, crash and post-crash phases of traffic crashes (e.g., the standard police traffic collision reports, and driver reports).

3.6 Coding Conventions. Examples of coded crash data items (as listed in Part II of the Design Manual for State Traffic Records Systems).

3.7 Specific examples of requirements for and uses of crash data, by guest speaker from Law Enforcement Agency. Realistic examples of requirements and uses, together with a discussion of problems relating to collection and reporting of data, and input of data to the system and access to it. Representative from State agency will be selected for his breadth of experience, and knowledge of the records field (see Section 8.5 under Module 8).

3.8 Problem-solving/discussion period. A problem-solving exercise or a discussion either of problems raised by guest speaker or other problems pertaining to Module 3 content.

Module 4. Driver Data Subsystem

Having been considered in a limited way in Module 3, to the extent that it forms a part of crash data, driver data will in Module 4 be considered in the broader perspective of the Driver Data Subsystem, as it is collected and/or reported in connection with all the other Highway Safety Program areas (e.g., Driver's Licensing, Traffic Safety Education, Vehicle Requirements, Police Traffic Services, etc.)

4.1 Introduction. Objectives of Module 4.

4.2 Driver data required by Highway Safety Program. An enumeration of the elements of driver data considered necessary to the attainment of objectives in the various program areas within the Highway Safety Program.

4.3 Uses of driver data. A discussion of the purposes for collecting driver data, considered by program area.

4.4 Sources and means of collecting. A discussion of the sources of driver data, i.e., the agencies and programs through which collected.

4.5 Coding Conventions. Examples of coded driver data items (as listed in Part II of the Design Manual for State Traffic Records Systems).

4.6 Specific examples of requirements for and uses of driver data, by guest speaker from Driver's Licensing Agency. Realistic examples of data requirements/uses, together with a discussion of problems relating to the collection and reporting of data, as well as the input of data into the Traffic Records System and access to it.

4.7 Problem-solving/discussion period. A discussion focusing on an important problem or problems relating to the collecting, analyzing, and/or reporting of driver data.

Module 5. Vehicle Data Subsystem

As with driver data in Module 4, vehicle data will be considered, in Module 5, in the broader perspective of the Vehicle Data Subsystem. It will be examined in connection with all of the Highway Safety Program areas to which it pertains (e.g., Vehicle Registration, Vehicle Inspection, Traffic Law Enforcement, etc.)

5.1 Introduction. Objectives of Module 5.

5.2 Vehicle data required by Highway Safety Program. An enumeration of the elements of vehicle data considered needed to attain the objectives of the Highway Safety Program.

5.3 Uses of vehicle data. A discussion of the purposes for collecting vehicle data, considered by program area.

5.4 Sources and means of collecting. A discussion of the sources of vehicle data, i.e., the agencies and programs through which the data is collected.

5.5 Coding Conventions. Examples of coded items of vehicle data (as listed in Part II of the Design Manual for State Traffic Records Systems)

5.6 Specific examples of requirements for and uses of vehicle data, by guest speaker from Vehicle Registration Agency. Examples from speaker's experience, together with a discussion of problems relating to the collection and reporting of data, as well as input of data into the system and access to it.

5.7 Problem-solving/discussion period. A discussion focusing on an important problem or problems relating to the collecting, analyzing, and/or reporting of vehicle data.

Module 6. Roadway Data Subsystem

As with driver and vehicle data in the preceding modules, roadway data will be treated in Module 6 in the broader perspective of the Roadway Data Subsystem. It will be examined in relation to all Highway Safety Program areas to which it pertains (e.g., Highway Engineering, Traffic Engineering, Public Health, Law Enforcement, Traffic Adjudication).

6.1 Introduction. Objectives of Module 6.

6.2 Roadway data required by Highway Safety Program. An enumeration of the elements of roadway data considered necessary to the attainment of the Highway Safety Program objectives.

6.3 Uses of roadway data. A discussion of the purposes for collecting roadway data, considered by program area.

6.4 Sources and means of collecting. A discussion of the sources of roadway data, i.e., agencies and programs through which data is collected.

6.5 Coding Conventions. Examples of coded roadway data (as listed in Part II of the Design Manual for State Traffic Records Systems).

6.6 Specific examples of requirements for and uses of roadway data, by guest speaker from Highway Department. Examples from speaker's experience, together with a discussion of problems relating to the collection and reporting of data, and relating to the input of data into the Traffic Records System and access to it.

6.7 Problem-solving/discussion period. A discussion focusing on a problem or problems relating to the collecting, analyzing, and/or reporting of roadway data.

Module 7. Emergency Services Data Subsystem

The subsystems discussed in the preceding modules deal with data relating to traffic crashes, and the basic causative elements in crashes -- the driver, the vehicle, and the roadway. Module 7 and the succeeding two modules deal essentially with events following the crash, and with data on the various counter-measure procedures for preventing and for coping with crashes, injuries, etc. As with the data in the other subsystems, Emergency Services Data will also be examined in relation to all Highway Safety Program areas to which it pertains (e.g., Emergency Services, Driver Licensing, Driver Education, Vehicle Registration).

7.1 Introduction. Objectives of Module 7.

7.2 Emergency Services Data required by Highway Safety Program. An enumeration of the elements of data on emergency services (availability and operations monitoring) considered necessary to the Traffic Records System for attainment of program objectives.

7.3 Uses of emergency data. A discussion of the purposes for collecting emergency services data, considered by program area.

7.4 Sources and means of collecting. A discussion of the sources of data on availability of emergency services and on the actual emergency service operations.

7.5 Coding Conventions. Examples of coded data on emergency services (as listed in Part II of the Design Manual for State Traffic Records Systems, and other sources).

7.6 Problem-solving/discussion period. A discussion focusing on a problem or problems relating to the collecting, analyzing, and/or reporting of emergency services data.

Module 8. Traffic Law Enforcement and Adjudication Data Subsystem

As with Emergency Services data, Traffic Law Enforcement and Adjudication data deals largely with events following the crash, such as counter-measure activities and adjudication of citations. As with the data in previous modules, this data will be examined, in Module 8, in relation to all pertinent program areas.

8.1 Introduction. Objectives of Module 8.

8.2 Traffic Law Enforcement and Adjudication data required by the Highway Safety Program. An enumeration of the elements needed in the system for attainment of program objectives.

8.3 Uses of Traffic Law Enforcement and Adjudication data. A discussion of the uses to which this data may be put, by program area.

8.4 Sources and means of collecting. A discussion of the sources, i.e., the agencies, programs, situations, documents through which the data is collected.

8.5 Coding Conventions. Examples of coded data from this subsystem (as shown in Part II of the Design Manual for State Traffic Records Systems and other sources).

8.6 Specific examples of requirements for, and uses of data from the Traffic Law Enforcement and Adjudication Data Subsystem, by guest speaker from Law Enforcement Agency. Realistic examples of requirements and uses, together with a discussion of problems relating to collection and reporting of data, and input of data to the system and access to it.

This section of Module 8 is linked with the corresponding section (3.6) of Module 3. In terms of subject matter, both modules could utilize a guest speaker from the Law Enforcement Agency. Practically speaking, however, the course schedule and the speaker availability factors may not permit this. Therefore, the guest speaker should be scheduled at the convenience of the instructor and, of course, at the convenience of the cooperating agency.

8.7 Problem-solving/discussion period. A discussion focusing on a problem or problems relating to the collecting, analyzing, and/or reporting of traffic law enforcement and adjudication data.

Module 9. Educational Services Data Subsystem

Educational services data, like the data in the two preceding subsystems, deals with counter-measure activities. Specifically, it deals with the spectrum of activities all having to do with prevention of crashes, prevention of death and prevention or minimization of injuries through driver education and rehabilitation. As with the data in the other subsystems, this category of data will be examined as it relates to all the Highway Safety Program areas.

9.1 Introduction. Objectives of Module 9.

9.2 Educational Services Data required by Highway Safety Program. An enumeration of the data elements this subsystem requires for attainment of program objectives.

9.3 Uses of educational services data -- considered by program area.

9.4 Sources and means of collecting. A discussion of sources of data on educational services relevant to the program, and means of collecting the data.

9.5 Coding Conventions. Examples of coded data on educational services (as listed in Part II of the Design Manual for State Traffic Records Systems, and other sources).

9.6 Problem-solving/discussion period. A discussion focusing upon one or more problems relating to the collecting, analyzing, and/or reporting of educational services data.

Module 10. Safety Program Management Data Subsystem

The subsystem discussed in Module 10 is unique in that it deals exclusively with data extracted from the other subsystems for purposes of management review and decision making. As with the data in the other subsystems, the Program Management data will also be considered, in Module 10, in relation to each of the program areas.

10.1 Introduction. Objectives of Module 10.

10.2 Safety Program Management Data required by the Highway Safety Program. An enumeration of the data elements needed in this subsystem in order to respond adequately to the program requirements of the whole system. This will include key summary data on the following:

- Operational Area Summaries
- Crash Incidence Summary
- Crash Factors

10.3 Uses of Safety Program Management data -- discussed by program area.

10.4 Sources and means of generating. For the Safety Program Management Data subsystem, an identification of the files in other subsystems from which data may be retrieved for management purposes, and the methods by which the retrieval is accomplished.

10.5 Coding Conventions. Examples of coded data from this subsystem (as shown in Part II of the Design Manual for State Traffic Records Systems).

10.6 Problem-solving/discussion period. A discussion which focuses on the analysis, summarization, and/or reporting of Safety Program Management data. This discussion should help in developing the participant's perspective of the whole traffic records system, and its unique importance to the Traffic Safety Program.

## BLOCK III. TRAFFIC DATA ANALYSIS AND CONCLUSIONS

Block I of the course discusses the main concepts of an integrated Traffic Records System in terms of content, function, and organization; Block II considers the system content in greater depth by discussing the various categories of traffic data in terms of elements, their current uses, means of collecting and coding them, and problems relating to all of these. Block III attempts to integrate the content of the preceding blocks and to lend it immediate relevance by focusing on specific activities fundamental to the work of participants within the context of the Traffic Records System; it then provides a conclusion with an opportunity for questions and answers and free discussion.

### Module 11. Evaluative Research in the Highway Safety Program

Module 11 discusses one of the most important activities to which data from the Traffic Records System are put -- namely evaluative research in the Highway Safety Program. Briefly, it explains the more important concepts and principles which must be understood if valid conclusions are to be drawn from Traffic Safety data being analyzed, and thus it is fundamental to planning, implementation, and evaluation of the program.

11.1 Introduction. Objectives of Module 11.

11.2 Fundamental concepts of evaluation. A definition and explanation of the most fundamental concepts and terms used in all evaluative research, and their application to the Highway Safety Program.

11.3 Defining program objectives. A discussion of ultimate goals, and immediate and intermediate objectives in the Highway Safety Program.

11.4 Types of evaluation. A discussion of five different approaches to program evaluation which are relevant to the work of Program coordinators and analysts.

11.5 Design of analyses. A discussion of important factors to be considered in designing a project, and an explanation of the classic design for a project and four variations of the classic design which are relevant to the design of projects in the Highway Safety Program.

11.6 Interpretation of findings. An explanation of the concepts of reliability and validity, and a discussion of the sources of unreliability and invalidity which should be kept in mind by those who analyze and interpret data in relation to Highway Safety programs.

Module 12. Recapitulation and Conclusion

12.1 Recapitulation of main topics. Module 12 begins with a brief review of the main topics covered in the course. This review will serve to put the whole subject of traffic records in perspective, and it will provide the participants with another opportunity to identify areas of special concern to them or topics on which they have questions which have not been completely answered in the course of the preceding modules.

12.2 Questions and Answers. The latter part of Module 12 is devoted to answering the questions raised by the participants. When the course succeeds in stimulating the intended questions and discussion, there are more questions and answers than can be accommodated in the time allotted. When, on the other hand, the question period lags the instructor has recourse to a list of suggested questions with which he can elicit discussion from the participants. The amount and intensity of this activity obviously depends not only on the content of the preceding course modules, but on the imagination of the instructor and the individual "chemistry" of the group of participants.

## III. COURSE PRESENTATION

### A. SCHEDULING

The Basic Course in State Traffic Records is designed to occupy a week of class work. It will often be quite difficult to arrange for 20 to 25 key individuals within a state's traffic records organization to be available for such an extended period of time, but it is highly advisable that groups of that size be arranged for. It is obviously possible to have an ongoing discussion and seminar with a smaller number of participants, but experience has shown that the 20 to 25 participant group size works best in a course of this type.

As has been pointed out earlier in this guide, the course is modular and may be conducted in a modular fashion if that method best suits the needs of the particular state conducting the course. Each of the modules is brief enough that it can be taught in a single half-day session. It would be possible, therefore, to conduct the course in two weeks of half days, if logistics allowed. It would also be possible to schedule the course one day a week for ten weeks. If this method is chosen, the instructor is advised that very extensive review of preceding material will be required at each session and that no such provision for review has been built into the lesson plans. This requirement should provide no special difficulty, however, and such a scheduling method could be used if deemed advisable.

### B. INSTRUCTOR AND OTHER STAFF REQUIREMENTS

#### 1. The Instructor

Ideally, the instructor for the Basic Course in Traffic Records would be a skilled lecturer and discussion leader who knew the existing state traffic record structure intimately and who was an expert in data processing.

Such a combination is neither likely nor necessary.

The prime requisite for the instructor is that he be skilled as a lecturer and discussion leader. Since the purpose of the course is to present a general format for an integrated traffic records system within the context of the state in which it is to be implemented, the thrust of the course must always be the integration of the experiences of the participants. They, themselves, have knowledge of their own individual functional areas. What they lack is the understanding of interrelationships and of other functional areas. The instructor, then, must seek to draw from them the information needed to make a cohesive whole of the course. It would be helpful if he had in his personal portfolio of knowledge an understanding of each and every function represented in the state, but such knowledge on the part of any individual is unlikely. Nor is it likely that any individual would have at his fingertips full understanding of all of the wishes of all of the functional organizations of the state for further or deeper information from the other organizations.

The instructor will find, however, that he must either prepare himself with a general understanding of the existing state traffic records or provide an outside expert who is able to communicate that understanding to the class. If possible, the former course of action is highly advisable. In many states, to find who is responsible for what can occupy two or three weeks of concentrated effort, but the effort is worthwhile. A student response of, "Yes, we understand, but whose responsibility is it?" is very common throughout the course.

Classroom Aid 1-2 contains a list of program areas. If the instructor were able to say authoritatively which state organizations were presently responsible for each of those areas, he would have gone far toward meeting his obligation. If he were able to say with some assurance in what manner the information is presently handled, he would truly be able to meet most of the student requirements for information. The greater detail which might occassionally be needed could then be gathered between sessions or could be supplied by participants or guest lecturers.

2. Other Staff Requirements

The course is not difficult to adminster, and a single instructor is usually able to handle it with very little help except for routine clerical assistance.

The instructor, however, cannot substitute for the guest lecturer. He may guide the discussion after the guest has spoken. He may prepare the guest so that the lecture is germaine to the course. He cannot be expected to provide the stimulation, the voice of authority, or the rich personal experience of the guest.

For this course to be successful, it is preferrable that guest lecturers be chosen for ability to present material to groups of people, for richness of experience, and for knowledge of the particular functional area represented by each. Within every state organization there is such a person, often one who is "on call" to represent his organization before civic or legislative groups. Since the lecturer is not required to provide the focus of the course module nor to ensure that adequate subject matter content is provided, it is only necessary that he be interesting and informative about his own sphere of knowledge.

The overall subject matter of this course will be relatively unfamiliar to most of the guests chosen to speak to the various modules. The instructor, then, must meet with each to prepare him for the thrust of the course and the content of the module. A general briefing should be given each guest, in which the overall course objectives and structure are explained. Then each guest should be given a copy of the course and student materials for the particular module, and the way in which the module will proceed should be explained to him, including the particular part he is to play in it. He should understand the module objectives and relate his talk to them.

At least one other session should be held between the instructor and the guest to review what the guest plans to present and to find ways in which his presentation and the rest of the module can be integrated for the best possible learning experience.

Most state organizations and their representatives will have a variety of visual aids to assist in getting their messages across. Each guest lecturer should be encouraged to make maximum use of the material available to him from his own organization. Maps, for example, showing accident frequencies, are useful tools. Charts and diagrams pictorializing existing statistical information are similarly helpful. It should be remembered that the pciture of what presently exists and what is presently wanted and lacking is of just as much importance to the course as is the description what ideally ought to be.

## C. INSTRUCTIONAL RESOURCES

Because no two states are alike in their traffic records structure, it has been impossible to provide a sufficiency of visual and classroom aids for the instructor. He must generate his own. He will find, usually, that the guest lecturers appointed to assist him are his best source of assistance. Further, they can assist him in checking the correctness and validity of his material and his assumptions. It is, perhaps, unfortunate that so much reliance must be placed on the instructor, but the mechanics of the course prevent any other choice.

Classroom aids have been printed in the guides. These may easily be converted to viewgraphs for projection.

The greatest instructional resource which the instructor has is the students in the class. If they are properly motivated to study the material before coming to class, if they are stimulated to discuss the material once they are there, then no other resources will be required. It should be pointed out that the students will tend <u>not</u> to study the course material before coming to class. Since they cannot very well be forced to study the material, the instructor must rely on inspiring them to do so, perhaps by convincing them that they want to and will benefit from it. The instructor who so inspires his class will benefit, but the real beneficiaries will be the students, whose experiences will be measurably enriched by the simple act of preparation beforehand.

## D. PHYSICAL ARRANGEMENTS

There are no unusual physcial arrangements necessary for conduct of the course. Applicable are the general provisions which would apply for any course:

- Adequate light and ventilation
- Comfortable seating
- Projection equipment and screens on hand and set up before class begins
- Visibility of charts, screens, and blackboards from every seat
- Provision for breaks (coffee or soft drink dispensers, for example)
- Instructor's and guest lecturer's equipment (such as podiums, visual aids, demonstration equipment) on hand and in place before class begins
- Writing equipment available in sufficient quantity for all students.

The only other physical arrangement of importance is to assure that the greatest encouragement is given by the environment to group discussion. The worst possible arrangement for discussion is neat rows of seats. The best is the comfort of a soft chair near a table. Semi-circular arrangements work well for larger groups.

## E. EVALUATION

It will be seen that the objectives given for each of the modules and for the course as a whole are "global" and therefore not easily subject to testing. It is suggested that each instructor review the objectives with the purpose in mind of deciding in each instance where he wishes to construct a test to determine how well the class has met the objective.

Since the course is built around class discussion, it is not mandatory that written tests be given. The instructor will know how well the material has been received and will be able to observe any changes that have taken place in the class attitudes. In addition, a

copy of the course evaluation questionnaire used for the original field trials of the course is included with this course guide. If the instructor wishes to use this instrument, he will find that it will not only serve to help him judge the adequacy of his conduct of the course but will reveal how well the class absorbed the material, since those areas which receive the best response will also tend to be those in which most information was communicated.

TRAFFIC RECORDS COURSE

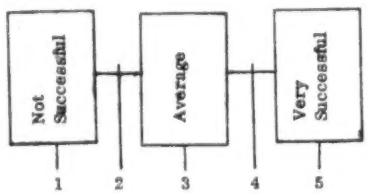
## PARTICIPANTS' RATING FORM

NAME: _____ ADDRESS: _____

AGENCY: _____ _____

_____

Please use this form to rate each module of the course. It is important to fill in the spaces for a given module immediately following the presentation of that module. Write one number (from 1 to 5) in each of the boxes under each evaluation category. Rating Scale is as follows:




| Module | Content Coverage | Depth, Adequacy of Treatment | Usefulness of Study Guide | SPECIFIC COMMENTS AND SUGGESTIONS |
|---|---|---|---|---|
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |
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